

Community Work Site

Student Learning/Training Plan and Evaluation

Student: _____ School District

Work Site: _____ Work Site Phone #:

Learning Objectives: The following describe specific skills the student is to learn and/or tasks to perform as part of this workplace experience.

Learning Period: From ____/____/____ To: ____/____/____

Site Supervisor:

Please evaluate the student/learner in the following areas:

Rating Scale: Please mark an "X" in the box that best describes the trainee. Make sure to mark one item per section.

| SITUATIONAL ASSESSMENT FOR CAREER EXPLORATION | |
|---|--|
| 1 | Punctuality: |
| | * Consistently arrives for work early ,ready to work |
| | * Consistently arrives on time, ready to work |
| | * Consistently arrives on time, not necessarily ready to work. |
| | * Consistently 5-10 minutes late, ready to work |
| | * Consistently 5-10 minutes late, not ready to work |
| 2 | Attendance: |
| | * Always attends |
| | * Almost always in attendance, and calls in to notify why |
| | * Almost always in attendance, but does not call in to notify why |
| | * Frequently absent, does not call in |
| | * Consistently absent, does not call in |
| 3 | Hygiene: |
| | * Always arrives at work appropriately clean |
| | * Arrives appropriately clean the majority of the time |
| | * Sometimes has an unpleasant odor |
| | * Rarely arrives at work appropriately clean |
| | * Never arrives at work appropriately clean |
| 4 | Grooming/Clothing |
| | * Clothing acceptable for work site |
| | * Clothing unacceptable for the job |
| 5 | Accepting Criticism |
| | * Consistently accept criticism with positive reactions in all settings/situations |
| | * Usually accepts criticism with few negative behaviors |

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| | * Rarely accepts criticism without some negative behaviors |
| | * Never accepts criticism without verbal confrontation |
| | * Never accepts criticism without physical confrontation |
| 6 | Safety Rules |
| | * Always follows safety rules |
| | * Usually follows safety rules |
| | * Sometimes follows safety rules |
| | * Rarely follows safety rules |
| | * Never follows safety rules |
| 7 | Co-worker Relationships |
| | * Gets along well with others, adds to the morale of the group |
| | * Gets along well with co-workers |
| | * Gets along well with co-workers in most situations |
| | * Gets along well with co-workers in few situations |
| | * Generally does not get along well with co-workers |
| | |
| 8 | Consumer/Customer Relations |
| | * Gets along well with consumer/customer, makes them feel at ease |
| | * Gets along well with consumer/customer |
| | * Gets along well with consumer/customer the majority of the time |
| | * Can make consumer/customer somewhat guarded |
| | * Does not have needed interpersonal skills |
| 9 | Self-Control |
| | * Always under control |
| | * Under control in almost all settings |
| | * Loses control occasionally |
| | * Not in control |
| | * Consistently has outbursts and can be physically or verbally aggressive |
| 10 | Attitude |
| | * Always comes to work, ready to go, smile on their face |
| | * Ready to work |
| | * In attendance, and is doing what is expected |
| | * Rather be doing something else |
| | * Poor attitude |
| 11 | Understanding/Following Directions |
| | * Understands and follows directions without assistance |
| | * Understands and follows directions with minimal assistance |
| | * Has minor difficulty in following directions |
| | * Has major difficulty in following directions |
| | * Does not and cannot follow directions |
| 12 | Quality Issue (Work Accuracy) |
| | ● 100% correct |
| | * 99%-90% correct |
| | * 89%-80% correct |
| | ● 79%-70% correct |

| | |
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| | * 69%-60% correct |
| | * Less than 60% correct |
| 13 | Quantity Issues (Speed) |
| | * Better than average; above 85% competent |
| | * Competent—85% |
| | * Could become competent, with more time on the job |
| | * Requires more direct instruction, guided practice |
| | * Could not become competent |
| 14 | Seeking Additional Work |
| | * When task is complete, finds additional work on his/her own |
| | * When task is complete, asks supervisor for additional work |
| | * When task is complete, will occasionally ask for additional work |
| | * Does not seek additional work, but will do it when given |
| | * Refuses to do additional work |
| 15 | Use/Care of Equipment |
| | * Uses and cares for equipment with respect |
| | * Uses equipment, and returns it the majority of the time |
| | * Uses equipment appropriately, but may not return it |
| | * Carelessly uses equipment, but returns it to original place |
| | * Carelessly uses equipment; does not put it away |
| 16 | Overall Improvement,(From day one until the end of the training) |
| | * Outstanding |
| | * Very Good |
| | * Average |
| | * Minimal |
| | * None |
| | Comments: |

Site Supervisor's Signature:

School District Coordinator's Signature:

Student/Learner's Signature:

(Student signature denotes that student reviewed the evaluation)